

SUBDIVISIONAL-PROMOTIONAL EXAMINATION

BISHOP

CA48/1138 (9FA16)

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY

This is a subdivisional promotional examination for the California Department of Food and Agriculture 18th District Agricultural Association. Applicants must meet one of the following criteria to participate in this examination.

1.

Applicants must have a permanent civil service appointment with the California Department of Food and Agriculture as of the final filing date, in order to participate in this examination: or
2.

Must be a current or former employee of the Legislature for two or more years as defined in Government Code §18990; or
3.

Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; or
4.

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

NOTE: Veterans must provide a copy of their DD214 for entrance requirements.

OR

Under certain circumstances, other employees (*i.e., former Department employees or current employees on TAU, T&D, and LT status*) may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. This is a subdivisional promotional examination. Career credits do not apply.

HOW TO APPLY

Applications (STD 678) are available through the internet at <http://www.spb.ca.gov> and at the testing office shown below. Applications must be submitted to the California Department of Food and Agriculture no later than the **FINAL FILING DATE: FRIDAY, APRIL 10, 2009.**

Applications accepted for this examination are only for the following fair:

**EASTERN SIERRA TRI-COUNTY FAIR
SIERRA STREET & FAIR DRIVE
BISHOP, CA 93514**

SUBMIT APPLICATIONS (STD 678) TO THE FOLLOWING ADDRESS:

**California Department of Food and Agriculture
Human Resources Branch
ATTN: Darlene Hayashi
1220 ‘N’ Street, Room 242
Sacramento, CA 95814**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

APPLICATION DEADLINE

FINAL FILING DATE: FRIDAY, APRIL 10, 2009.
Applications (STD 678) must be POSTMARKED no later than the final filing date.
Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason.

TEST DATE

It is anticipated that the examination will be sometime in May or June 2009.

TESTING METHOD

The testing method used may be one or a combination of the following: **ORAL OR WRITTEN EXAMINATION, EDUCATION & EXPERIENCE OR SUPPLEMENTAL APPLICATION.**

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special arrangements, mark the appropriate box in #2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear at a test, call the California Department of Food and Agriculture Exam Unit at (916) 653-5687.

REQUIRED IDENTIFICATION

NOTE: Applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY RANGE

\$2638-\$3209

ELIGIBLE LIST INFORMATION

NOTE: The salaries used in this bulletin are the latest available from the State Controller’s Office, but may not reflect all of the pay raises granted recently. You should verify the salary levels with the department personnel office before making any commitments.

A Departmental “Subdivisional-Promotional” list will be established for each fair listed on the front of this bulletin. The eligible list will be abolished **12** months after it is established **unless** the needs of the service and conditions of the list warrant a change in this period.

OFFICE TECHNICIAN (GENERAL)	BRD: 03/19/09
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<u>NOTE:</u> IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS AS STATED BELOW. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED.
MINIMUM QUALIFICATIONS	<u>NOTE:</u> ALL APPLICATIONS/RESUMES MUST INCLUDE: “TO” AND “FROM” DATES (MONTH/DAY/YEAR); TIME BASE; AND JOB TITLES. APPLICATIONS/RESUMES RECEIVED WITHOUT THIS INFORMATION MAY BE REJECTED. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "Or" II, "Or" III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to the examination as meeting 100 percent of the overall experience requirement. <u>Either I</u> One year of experience in California state service performing clerical duties at a level of responsibility equivalent to that of an Office Assistant, Range B. <u>Or II</u> Experience: Two years of clerical experience. [Academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work, which upon completion will fulfill these requirements, will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment.] <u>NOTE: TRANSCRIPTS REQUIRED TO VERIFY THE EDUCATION REQUIREMENT. FAILURE TO ATTACH TRANSCRIPTS MAY RESULT IN A DELAY OF YOUR APPROVAL TO COMPETE IN THE EXAMINATION.</u> A demonstrated interest in assuming increasing responsibility. <hr/> Education equivalent to completion of the twelfth grade. <hr/> This is the advanced journey level which regularly performs a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. Positions at this level regularly require detailed and sensitive public contact and/or independent origination of correspondence involving the knowledge and application of detailed regulations, policies and procedures (e.g., positions such as secretaries to major division chiefs and one-person field office assignments comprised of a wide variety of responsibilities). Good judgment and the ability to communicate effectively is of primary importance at this level. Typically, the work at this level is rarely reviewed. In addition, positions may have responsibility for functional guidance in training and assisting less experienced employees. This examination will consist of a Qualification Appraisal Interview only. The interview will include a number of predetermined job-related questions. <i>Competitors who do not appear for the interview will be disqualified.</i> In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100% The California Department of Food and Agriculture and the State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified. <hr/> In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor’s: Knowledge of: <ol style="list-style-type: none">1. Modern office methods, supplies and equipment;2. Business English and correspondence;3. Principles of effective training. Ability to: <ol style="list-style-type: none">1. Perform difficult clerical work, including ability to spell correctly;2. Make arithmetical computations;3. Operate various office machines;4. Follow oral and written directions;5. Evaluate situations accurately and take effective action;6. Communicate effectively at a level required for successful job performance;7. Make clear and comprehensive reports and keep difficult records;8. Meet and deal tactfully with the public;9. Apply specific laws, rules and office policies and procedures;10. Prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling;11. Provide functional guidance.
SPECIAL PERSONAL CHARACTERISTICS ADDITIONAL DESIRABLE QUALIFICATIONS POSITION DESCRIPTION	
EXAMINATION INFORMATION	
SCOPE OF EXAM AND SCOPE OF ON-THE-JOB KNOWLEDGE AND ABILITIES	
EDUCATION AND EXPERIENCE	
SPECIAL NOTE:	
VETERANS PREFERENCE CAREER CREDITS QUESTIONS?	Veterans preference credits will not be granted in this examination. Career Credits do not apply in this examination. If you have any questions regarding this announcement, please contact the California Department of Food and Agriculture, Examination Unit, 1220 N Street, Room 242, Sacramento, CA 95814, (916) 653-5687.

GENERAL INFORMATION

Americans with Disabilities Act, Title II: The California Department of Food and Agriculture (CDFA) is committed to a strong policy of equal employment opportunity. To this end, CDFA does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDFA on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request. Candidates must be able to perform the essential functions of the position with or without reasonable accommodations.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. If an offer of employment is made, a medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required. All job offers are subject to an approval process.

If you meet the requirements stated you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

It is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit three (3) days prior to the written test date if s/he has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit at (916) 654-0422 three (3) weeks after the final filing date if s/he has not received a progress notice.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: ① sub-divisional promotional, ② departmental promotional, ③ multi-departmental promotional, ④ service-wide promotional, ⑤ departmental open, ⑥ open. Eligible lists will expire in from one (1) to four (4) years unless otherwise stated on this bulletin.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel may consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress s/he has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. Directions for applying for veterans preference are on the Veterans Preference Application form which is available from State Personnel Board office or written test proctors.

High School Equivalence: Equivalence to completion of the twelfth (12th) grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING IMPAIRED:

FROM TDD PHONES: 1-800-735-2929FROM VOICE PHONES: 1-800-735-2922